

TEMPORARY SIGN PERMIT AUTHORIZATION – PRIVATE PROPERTY

RECITALS:

I am owner, or agent for the owner, of the business

_____ (Business Name)

or property located at _____ (Address)

in the City of Auburn, Washington.

I seek City of Auburn authorization to place signage on private property located at

_____ (Address or Nearest Cross Street or Nearest Intersection)

_____ (Assessor's Parcel No.)

I propose to place on private property the following type of signs (Complete all applicable types of sign):

A. Portable Signs (also referred to as sandwich board signs or A-frame signs):

_____ (Please indicate total number of signs)

B. Temporary signs (such as banners, windsocks, feather signs, flags, pennants, and inflatable materials):

_____ (Please indicate total number of signs)

C. Off-Site Directional Signs (Sign area of 12 inches high x 24 inches wide with total height from ground of 42 inches):

_____ (Please indicate total number of signs)

AGREEMENTS:

1. I agree that this Permit for the signs specified above is subject to the terms of City of Auburn Ordinance No. 6263 and Ordinance No. 6353, and that I shall abide at all times with these terms. I also agree that I shall remove all signs from the public right-of-way by no later than March 16, 2012, unless otherwise extended by the City.
2. I agree that the authorization for placing the above signs granted by this Permit is wholly of a temporary nature, and vests no permanent rights whatsoever.
3. I agree that this Permit cannot be transferred to another location or to another business or individual.
4. I agree that the City may immediately restrict, suspend, or revoke this Permit without notice if the City determines that the continuation of this Permit constitutes a health or safety hazard or a public nuisance.

5. I agree that the grounds for restricting, suspending, or revoking this Permit shall include, but not be limited to:
- a. Any other license or permit that I am required to have for the above signs is not acquired or is suspended, revoked, or canceled.
 - b. The applicant has violated or failed to meet any of the provisions of Title 12 (Streets, Sidewalks and Public Works) and Title 18 (Zoning) or is in violation of any other ordinances or regulations of the city relating to the use by me for which this authorization is applied for or issued.
 - c. I have failed to meet the conditions of the permit.
 - d. The use for which this authorization was approved has changed.
 - e. This authorization was issued based on incorrect information supplied by me to the City.

DATED THIS _____ DAY OF _____, 20__.

SIGNATURE OF OWNER OR AGENT

PRINTED NAME OF OWNER OR AGENT

PRINTED NAME OF BUSINESS (If Applicable)

OFFICE USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

APPROVED ON DATE OF SUBMITTAL:

☐ Yes ☐ No Staff Person Initials: _____

RECEIVED & APPROVAL PENDING:

☐ Yes ☐ No Staff Person Initials: _____

Date Approved: _____

WHAT YOU NEED TO KNOW ABOUT TEMPORARY SIGN PERMIT AUTHORIZATIONS

On September 8, 2009, the Auburn City Council passed Ordinance No. 6263. This ordinance was passed in response to numerous requests from local businesses for increased flexibility in the City's sign regulations for use of portable and temporary signs to help stimulate local business activity. In summary, the City Council, through September 16, 2010, expanded the ability of local businesses to use portable signs and temporary signs to advertise their products and services on private property, and in certain circumstances. These expanded regulations only apply in the non-residential zoned and used areas of the City. They do not apply in residentially zoned areas in the City. On March 7, 2011, the City Council adopted Ordinance No. 6353 extending the timeframe to through March 15, 2012 (ending on March 16, 2012).

Common Things to be Aware Of:

- Temporary sign permit authorization will be valid only through March 15, 2012 – unless extended by the Auburn City Council - for special event signage, banners, portable signs, off-site directional signs and other signs authorized by Ordinance Nos. 6263, and 6353. This Ordinance only applies in the RO, RO-H, CN, C-1, C-2, C-3, DUC, BP, LF, M-1, M-2 and EP zoning districts and the non-residential used properties in the Terrace View District and the PUD-Lakeland Hills South, provided that a temporary sign permit is first obtained from the City of Auburn.
- Commercial and non-commercial portable signs, temporary signs and off-site directional signs shall not be allowed within medians and islands in the public rights-of-ways.
- Special event signs, banners, portable signs and off-site directional signs authorized by Ordinance Nos. 6263 and 6353 shall not be allowed to have:
 - Illumination of any kind
 - Strobing or blinking or flashing lights
 - Electrical animation
 - Changeable reader copy, electronic or manual
- Flag and pennant special event signage and banners may be authorized to be placed in on-site landscape area and off-site on another private parcel of land that does not contain the business or service being advertised, provided that placement in on-site landscape areas does not impede sight distance and that off-site placement on another property has received prior property owner authorization.
- Flag and pennant special event signage banners and off-premises directional signs may be authorized to be placed in the public rights-of-way provided that placement in the public rights-of-way does not constitute a traffic safety or pedestrian safety hazard and does not create non-conformance to the American with Disabilities Act.

Specific Things to be Aware Of:

PORTABLE SIGNS:

- For single-tenant buildings and/or sites, one portable sign shall be allowed per building or property frontage, as applicable.
- Each business in a multi-tenant building and/or multi-building complex shall be limited to a maximum of one (1) portable sign.
- For multi-tenant buildings and/or multi-building complexes that propose to place one or more portable signs within the on-site landscaped area at the intersection of two public or private streets or at a driveway intersection with a public or private street, compliance to the City's minimum sight distance requirements shall be maintained at all times.
- For multi-tenant buildings and/or multi-building complexes that propose to place one or more portable signs along the property street frontage of a public or private street, the total number of allowable portable signs along said frontage shall be limited as follows to reduce the visual and aesthetic impact to the City:
 - 0-25 lineal feet of public or private street frontage = 1 portable sign every 3 lineal feet of street frontage up to a maximum of three (3) signs at any given time.

- 26-50 lineal feet of public or private street frontage = 1 portable sign every 3 lineal feet of street frontage up to a maximum of four (4) signs at any given time.
- 51-75 lineal feet of public or private street frontage = 1 portable sign every 3 lineal feet of street frontage up to maximum of five (5) signs at any given time.
- 76-100 lineal feet of public or private street frontage = 1 portable sign every 3 lineal feet of street frontage up to a maximum of six (6) signs at any given time.
- 100-125 lineal feet of public or private street frontage = 1 portable sign every 3 lineal feet of street frontage up to a maximum of seven (7) signs at any given time.
- 126-150 lineal feet of public or private street frontage = 1 portable sign every 3 lineal feet of street frontage up to a maximum of eight (8) signs at any given time.
- 151-175 lineal feet of public or private street frontage = 1 portable sign every 3 lineal feet of street frontage up to a maximum of nine (9) signs at any given time.
- 176 lineal feet and greater of public or private street frontage = 1 portable sign every 3 lineal feet of street frontage up to a maximum of ten (10) signs at any given time.
- The Planning Director shall have the discretionary authority to authorize additional portable signs along a public or private street frontage when in his or her determination such allowance will not substantively impact the visual and/or aesthetic impact to the City and such allowance is warranted by physical site conditions or economic or business considerations or other factors as deemed reasonable by the Planning Director.
- Portable signs shall not be located in one or more existing parking spaces on a development site.
- Portable signs may have spinning elements including but not limited to flags or pennants or balloons or windsocks attached to them provided that they do not at any time constitute a traffic safety or pedestrian safety hazard.
- Portable signs advertising a business or service not located on the same site shall be allowed to be located off-site from the business or service being advertised provided that prior property owner authorization has been obtained by said business operator or service provider.
- Each portable sign shall have a maximum total sign size of 36 inches in height and 30 inches in width and be limited to two faces.
- Portable signs shall be allowed in the public right-of-way provided that any and all signs are not placed within vehicle travel lanes or improved/unimproved vehicle shoulder areas or bicycle lanes, are not placed in front of or block access to marked bus transit stops, do not interfere with or impede pedestrian traffic or crossings and do not create non-conformance to the American with Disabilities Act.

BANNERS:

- Banner signage shall not exceed the maximum height limitations of the underlying zoning district.
- Banners may have spinning elements attached to them including but not limited to flags or pennants or balloons or windsocks attached to them provided that they do not at any time constitute a traffic safety or pedestrian safety hazard.
- Banners may be authorized to be placed in the public rights-of-way, provided that placement in the public rights-of-way does not constitute a traffic safety or pedestrian safety hazard or does not create non-conformance to the American with Disabilities Act.

OFF-PREMISE DIRECTIONAL SIGNS:

- Off-premise directional signs may have spinning elements including but not limited to flags or pennants or balloons or windsocks attached to them provided that they do not at any time constitute a traffic safety or pedestrian safety hazard.
- Off-premises directional signs may be authorized to be placed in the public rights-of-way provided that placement in the public rights-of-way does not constitute a traffic safety or pedestrian safety hazard and does not create non-conformance to the American with Disabilities Act.
- Off-premises directional signs shall not be located in one or more existing parking spaces on a development site.
- Off-premises directional signs shall have a maximum sign face area of 12 inches by 24 inches and a total height of 42 inches inclusive of any wood, metal, plastic or other support and a maximum of two (2) sign faces.